



## Public Information Specialist

---

### Details

**Job ID : 313**

**Title :** Public Information Specialist

**Job Code :** 1408

**Salary :** \$3,538.00 (Monthly)

**Grade :** 14

**Tenured :** YES

---

### Job Departments

- Office Of Public Information

---

### Purpose

RESPONSIBLE FOR ASSISTING PUBLIC INFORMATION OFFICER IN DAILY OPERATIONS.

---

### Required Qualifications

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** None

**Experience :** 3 Years of Related Experience

---

### Job Required Knowledge

- EXCELLENT WRITING AND EDITING SKILLS
- ABILITY TO USE MICROSOFT OFFICE SOFTWARE
- 4 YEAR COLLEGE DEGREE MUST BE IN ENGLISH, JOURNALISM, COMMUNICATIONS OR RELATED FIELD

---

### Job Skills/Abilities

- COMPUTER SKILLS
- COMMUNICATION SKILLS
- TIME MANAGEMENT SKILLS

---

### Job Preferred Knowledge

- KENTUCKY COURT SYSTEM

---

### Job Duties

- ASSIST WITH WRITING/EDITING FOR KENTUCKY COURT OF JUSTICE
- PUBLICATIONS AND COMMUNICATIONS PROJECTS
- ASSIST IN HANDLING RESPONSES TO MEDIA INQUIRIES
- ASSIST IN CARRYING OUT BENCH/MEDIA INITIATIVES
- MAINTAIN NEWS CLIP ORGANIZATION AND DISTRIBUTION
- OTHER DUTIES AS ASSIGNED